



## College of Humanities and Social Sciences

### CHSS Research Standard Operating Procedures (SOPs)

SOP #500.01	CHSS Internal Deadline for Proposal Preparation, Review and Submission
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#### PURPOSE

CHSS has established an internal deadline for all faculty and staff who are applying for external funding to ensure that: (1) proposals involving CHSS faculty and staff meet university and sponsor deadlines; and (2) CHSS Pre-Award Research Administrators have adequate time to comprehensively review and assist with external funding proposals which typically include grants, contracts, fellowships and cooperative agreements.

A proposal is defined as one submitted by a university employee to an outside entity that may lead to a sponsored project award that requires review and coordination through CHSS and the Office of Sponsored Programs prior to submission. This includes letters of intent as outlined in [OSP Procedures](#).

#### POLICY

The CHSS internal deadline is six (6) business days prior to the sponsor submission deadline on or before 10 a.m. All proposal documents must be complete and in final form and submitted to the CHSS Pre-Award Research Administrator (RA) assigned to the proposal, with the exception of two documents that can be submitted in draft form six days prior: (1) the research/project plan or main project description; and (2) the associated citation/bibliography pages. Those two documents must be submitted in final form to the assigned CHSS Pre-Award Administrator four (4) business days prior to the sponsor deadline. No changes to the budget or the budget justification will be permitted six days prior to the sponsor submission deadline. Any required college and department level approvals must be in place prior to the internal deadline.

#### Other Deadline Considerations

For more complex proposals, like multidisciplinary proposals, those with multiple sub awards or multi-institution proposals, an earlier timeline will be determined when the PI meets initially with the Pre-Award Research Administration Team.

In the event of the university holiday breaks or closures, where OSP modifies their deadlines for proposal submission, the CHSS proposal submission deadlines will be 2 business days prior to the deadlines set by OSP.



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Any proposal that does not meet the CHSS internal deadline will require an exception from the College's Associate Dean for Research or designee for the proposal to be developed and submitted. OSP will not review the proposal for submission unless ADR approval is in RAMP.

### DEFINITIONS AND ACRONYMS:

**Principal Investigator (PI)** Typically, a faculty member who is the lead on submitting a proposal. The PI has primary responsibility for technical compliance, completion of programmatic work, and fiscal stewardship of sponsor funds.

**Proposal** - All proposals submitted by a university employee to an outside entity that may directly lead to a sponsored project award, require initial review and coordination by the CHSS Pre-Award Research Administration Team and then the Office of Sponsored Programs, prior to submission to a potential sponsor.

A complete proposal package includes a draft technical narrative and all required proposal components as specified by the sponsor, along with all completed sponsor forms. A complete proposal must have: proposal abstract/summary, state of work, narrative, final budget, budget justification, subcontract documents, COI disclosure, additional documents required by the sponsor, cost share approvals.

**RAMP- Research Administration Management Portal** - The integrated research web-based system to support Mason's growing research enterprise. The system serves as the repository for research related. administrative data in one system, and is used to obtain university approval for proposal submissions.

**Research Administrator (RA)** – CHSS pre-award staff member who will offer assistance with budgeting and administrative proposal development needs.

**Sponsor-** The organization that funds a sponsored program received by the institution.

**Sponsor Deadline-** The date and time by which a proposal must be received by a sponsor to be considered.

### GENERAL DESCRIPTION

Compliance with the CHSS internal deadline will ensure that the CHSS Pre-Award Research Administration team can conduct a thorough review of proposals to support the submission of high quality proposals and increase the chances of success. The CHSS internal deadline is also



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in place to ensure that research administration services are equitable to all applicants and that all proposals receive the same level of comprehensive assistance and review.

### PROCEDURES:

Comprehensive assistance and review by the CHSS Pre-Award Research Administration team will include a review of sponsor guidelines, a meeting with the Principal Investigator and administrative personnel to discuss proposal requirements and timeline for proposal development and submission, a review for administrative compliance with sponsor and university/college policies, a check that budgets and budget justifications are congruent and the proposal narrative is complete, and that university deadlines are met such that the proposal is submitted to the sponsor on or before the deadline.

For proposals that are received **after** the CHSS internal deadline, the Pre-Award Research Administration team cannot guarantee that a policy exception will be granted.

Should an exception be granted for a late submission, the Pre-Award Research Administration team may not be able to complete a comprehensive review. Any omissions or mistakes in the application package or technical problems that may result are the responsibility of the Principal Investigator/Project Director.

### RESPONSIBILITY

#### **Principal Investigators**

It is the principal investigator's or authorized proposal team member's responsibility to ensure the proposal is submitted to the CHSS Dean's Office for review by emailing proposal materials to the assigned RA no later than 10am, 6 business days prior to the sponsor submission deadline.

Faculty or others submitting grants to the CHSS Pre-Award Research Administration Team are responsible for working with their assigned RA.

#### **Department Administrators**

Department staff who are working with the CHSS Pre-Award Research Administration team on behalf of their faculty must know and understand the CHSS Policy. They must communicate the policy with their PI and ensure there is adequate lead time so proposals can be submitted to CHSS on time.

#### **CHSS Pre-Award**

The CHSS Pre-Award Research Administration team will be responsible for reviewing the proposal for compliance with all sponsor guidelines. They will review the proposal to ensure all documents are complete and meet all university, Commonwealth, and sponsor guidelines. The



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CHSS Pre-Award Research Administration Team will also be responsible for ensuring all documents are submitted to OSP by the OSP internal deadline.

**Associate Director of Pre-Award Research Administration** is responsible for performing the College level review of the proposal, provided the proposal is submitted on time.

**Associate Dean for Research** is responsible for reviewing and providing approval for CHSS internal deadline exception requests.

**OSP** is responsible for the final proposal review, providing authorized organizational representative approval and the submission of proposals.

### [RELATED FORMS, GUIDANCE, AND SOPS](#)

[George Mason OSP Internal Deadline Policy](#)

[George Mason University PI Eligibility Policy](#)

[Limited Submission Procedures](#)

[Letters of Intent OSP Procedures, Revised September 14, 2021](#)

### [APPROVALS AND REVISION HISTORY](#)

SOP Number	Date of Issuance	Responsible Office	Last Review Date	Current version #	Approved by
500.01	November 15, 2023	CHSS			